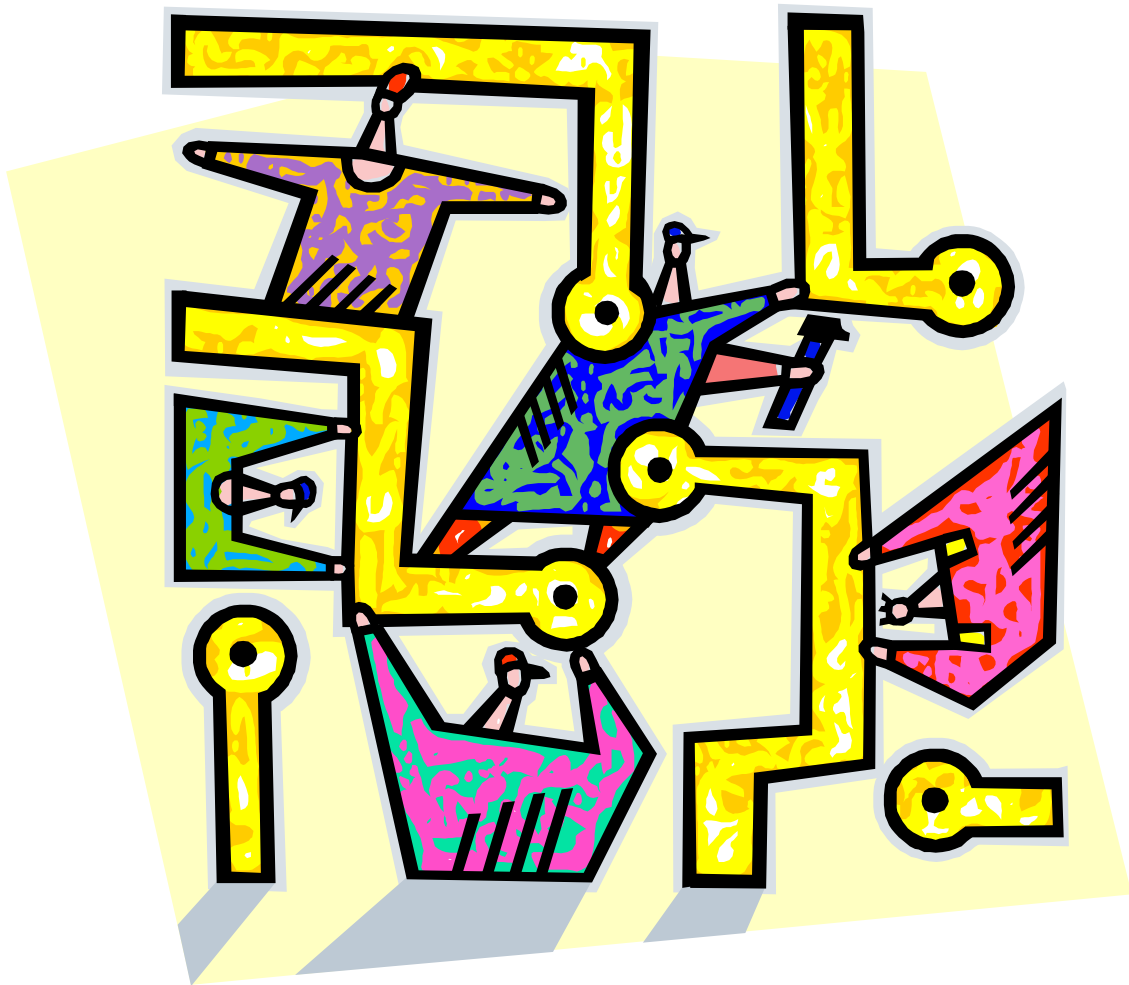


*<Name of Project>*

*Change Management Plan*



## ***Document Revision History***

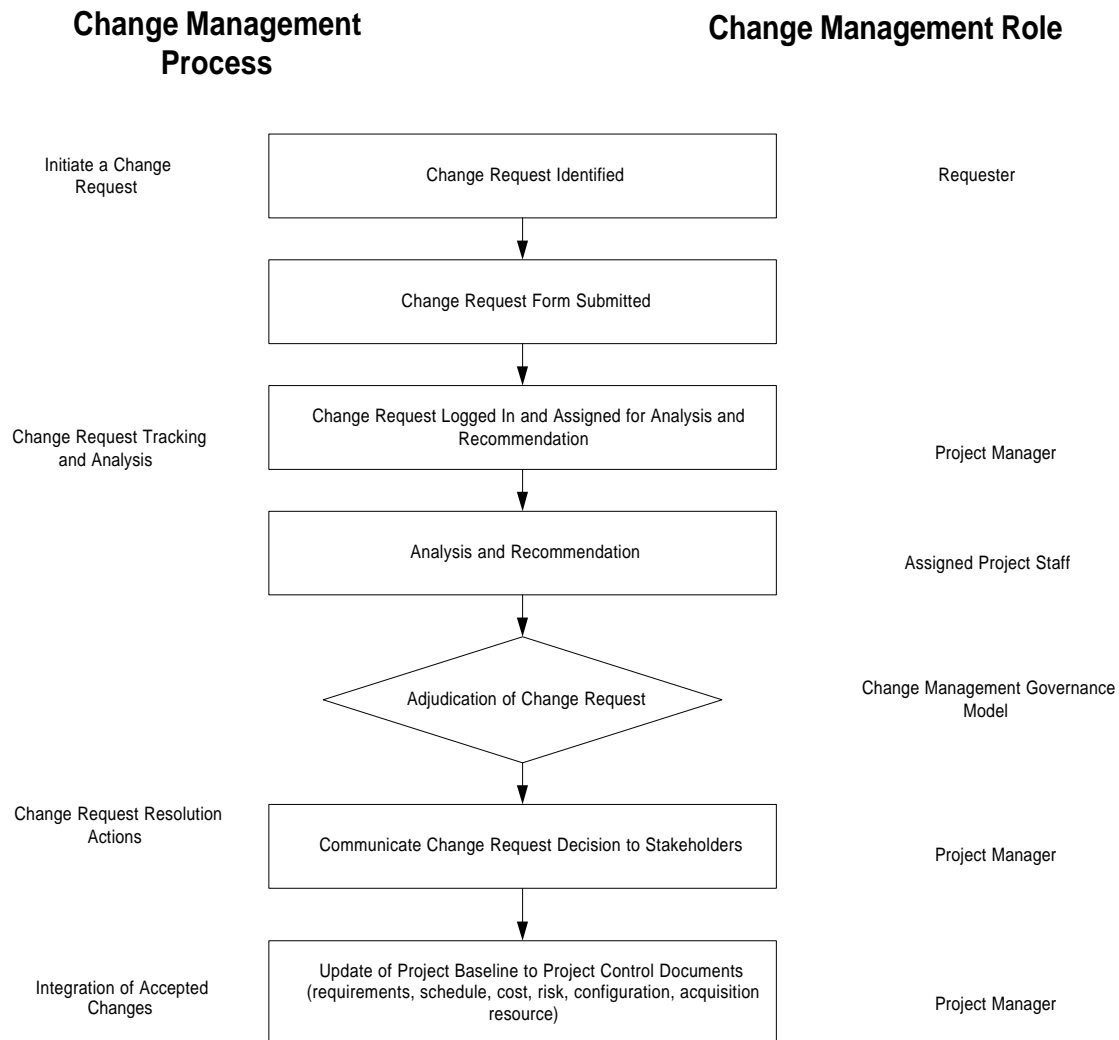
<b>Version Number</b>	<b>Date</b>	<b>Description</b>

## Overview

Describe the purpose of this project's change management plan. Provide an overview of the general process for the management of changes within the project

## Change Process

Provide a diagrammatic representation of the processes and procedures to be undertaken in order to initiate, evaluate, review, and resolve change requests within the project. An example follows:



## Change Management Roles

Define the roles and responsibilities for all resources - both within and external to the project - involved with the identification, review and resolution of change requests within the project

## ***Change Request Log***

Describe the purpose and usage of the "Change Request Log". Insert a blank copy of the actual Change Request Log with this plan.

## ***Change Request Form***

Describe the purpose and usage of the "Change Request Form". Insert a blank copy of the form with this plan.